

Adopted: September 2001, Revised: _____**Class Title: Superintendent of Waste Management****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages, administers, plans, and coordinates the work of employees engaged in refuse, yard waste, and bulk waste collection, and administrative duties and functions. Ensures that the annual operating budget is prepared and justified. Oversees, directs, and manages all functions and activities of the division.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Operates the division by directing the Assistant Superintendent in the planning, scheduling, and assignment of refuse collection and administration, and managing, administering, planning, and coordinating the work of employees engaged in refuse, yard waste, and bulk waste collection.
2	S	Manages annual operating budget by tracking monthly expenditures and ensuring that the budget is prepared and justified.
3	S	Addresses citizen complaints by responding to the issue and taking corrective action.
4	S	Attends to division policies, procedures, goals, and objectives by enforcing them and adjusting them to fit realistic situations and outcomes.

Adopted: September 2001, Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in supervising field operations.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read letters, memos, invoices, various magazines, newsletters, textbooks and reference books, requests for proposals, contracts and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write business letters and technical reports.
Managerial	Managerial responsibilities include directing the scheduling of refuse collection, developing policies and procedures, goals and objectives and preparing specifications for the purchase of new equipment.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts involve extensive contact with citizens and civic groups, council members and similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with citizens, civic groups, contractors, brokers, sales representatives and other departments and agencies.

Adopted: September 2001, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Use of office equipment, maintenance of or checking equipment
Sitting	F	Computer, desk work, answering telephone
Walking	O	Maintenance of or checking equipment
Lifting	O	Small office equipment, files, folders, reports, documents, books
Carrying	O	Small office equipment, files, folders, reports, documents, books
Pushing/Pulling	N	
Reaching	O	Books on high shelves
Handling	O	Small office equipment, files, folders, reports, documents, books
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	O	Filing in low cabinet drawer
Crouching	O	Filing in low cabinet drawer
Crawling	N	
Bending	O	Filing in low cabinet drawers, maintenance of or checking equipment
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, reading, writing
Hearing	C	Telephone, co-workers, staff, citizens, meetings
Talking	F	Telephone, co-workers, staff, citizens
Foot Controls	N	
Other (specify)	N	

Adopted: September 2001, Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, calculator, telephone, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)